

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-81-15	
DATE RECEIVED November 13, 1980	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-12-80 Date	<i>Robert M. [Signature]</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3427

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 4 NOV 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>CORRESPONDENCE, MESSAGE AND PROJECT FILES (Table 10-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change the disposition criteria of rule 8, table 10-1 from "retire as permanent" to "destroy 20 years after completion of project/study or when no longer needed for administrative or reference purposes."</p> <p>These files are individual projects/studies relating to an office management function, such as analyses of policies, procedures, or actions or changes in the manner or method of planning, directing, or controlling work. These studies are important and need to be kept for trend analyses, to provide continuity of organizations operations, for general information and reference purposes. Although these files are significant, it is doubtful that the information in the studies would be useful as a management tool after 20 years because of the constantly changing organizations, functions and technologies. It is also, however, prudent to have the flexibility of retaining the files until no longer needed for administrative or reference purpose to satisfy the needs of the organizations concerned.</p>	NCI-AFU-81-15	1 Item

*Closed Out: 12-22-80: K.I.D. Copy to Agency
Copy of Job to NNM 12/16/80 by RADW*

TABLE 10-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
		routine requests for information, publications, or supplies; documents correcting reports or making other minor corrections to records; and courtesy or informational documents	reference value to the office for 3 months or less, and are maintained in a separate chronological file per AFM 12-20	whichever is sooner.
5.	reading file	extra copies of letters, messages, or other documents	used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, signature control, preparation of periodic reports, or for similar administrative purposes, and are maintained in a separate chronological file	destroy 12 months after cutoff or when purpose has been served, whichever is sooner.
6	message file	extra copies of messages, except those covered elsewhere on this table or table 100-14 or those filed with other records series	used as a cross-reference to the record copies or file copies, and are maintained in a separate file by date time group, control number, or some other finding feature	destroy 6 months after monthly cutoff, or when purpose has been served, whichever is sooner.
6.1 *		copies of separate series messages	maintained as a policy reference file per AFM 12-20	destroy after 1 year or when purpose has been served, whichever is sooner. (Exception: Destroy EMCs and IMCs when superseded or rescinded by a formal publication).
7	office projects/studies	case files of individual projects/studies relating to an office's management function, such as analyses of policies/procedures, or actions or changes in the manner or method of planning, directing, controlling, or doing work (does not include management studies covered on table 25-1; cost studies in table 173-1, R & D projects/studies in 80-series tables, or any other project or study covered elsewhere in this manual)	at OPRs at any level which result in issuance of a publication	they become background material to the publication, and are handled according to table 5-1.
8			at major subordinate command OPRs and above, and do not result in issuance of a publication	*destroy 20 years after completion of project/study or when no longer needed for administrative or reference purposes.

[Amended by K. Corie
per G. Rowe, 2/9/82]